

# Justice Bulletin

## Montana Board of Crime Control

---

*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408  
(406) 444-3604 FAX (406) 444-4722 TTY 444-7099*

---

### Request for Proposals (RFP)

#### **#09-04 (V) Victims of Crime Act (VOCA)**

New subgrantees must register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov)  
at least five (5) days prior to submitting the online application.

**Proposal Deadline: February 20, 2009**

**Project Dates: July 1, 2009, to June 30, 2010**

### **I. Overview**

The Montana Board of Crime Control (MBCC) is soliciting proposals for programs providing direct services to victims of crime. The purpose of the funds is to provide direct assistance to victims of crime as soon as possible after the crime occurs in order to reduce the severity of the consequences of the victimization, to improve the victim's willingness to cooperate with the criminal justice process, and to restore the victim's faith in the criminal justice system. Particular consideration will be given to programs serving victims of sexual assault, domestic abuse, child abuse, and victims of assault. The federal Department of Justice has not yet determined Montana's allocation.

Applications for continuation funding must be submitted annually. VOCA subgrantee continuation programs in good standing will be given first priority for funding; however, funding is considered on a year-to-year basis and is not guaranteed.

**Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.**

### **II. Eligibility**

Eligible applicants include units of local government, tribal governments, state agencies, and private nonprofit agencies. **Private nonprofit agencies must document their nonprofit status.**

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) takes effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in CCR. To obtain a DUNS number online, go to [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS number is required as part of registration with CCR. To register with CCR, go to [www.ccr.gov](http://www.ccr.gov); call 1-888-227-2423 or 1-269-961-5757 with any questions.

**Note: You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, the grant application may not be submitted.**

### **III. Application Deadline**

Applications for RFP #09-04 (V) Victims of Crime Act must be submitted online on or before February 20, 2009, at 5 pm.

### **IV. Program-Specific Information**

#### **Project Period**

The project period begins July 1, 2009, and concludes June 30, 2010.

#### **VOCA Statutory Requirements**

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies.
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. Programs must use volunteers in providing victim assistance services. If compelling reasons exist for not using volunteers, programs must provide a written request for a waiver.
4. Programs must promote within the community, coordinated public and private efforts to aid crime victims.
5. Programs must provide assistance to potential recipients of crime victim compensation benefits.
6. Programs can not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

#### **Office for Victims of Crime (OVC) Requirements**

1. The minimum match (hard or soft) for projects other than those that provide victim assistance services by Native American tribes or on Native American reservations must equal 20 percent of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal five percent of the total project cost.
2. Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients' age, gender, nationality/ethnic origin and disability. Although there is no requirement to submit this information, programs must maintain and make these records available upon request.
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes.

4. Programs must provide services to crime victims, at no charge, through the VOCA-funded project.
5. Programs must maintain client-counselor confidentiality and confidentiality of research information.

### **Allowable Direct Services**

Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy, emotional support during trial, and parole/probation hearings;
5. Recruitment, training and coordination of volunteers who provide direct services to victims;
6. Personal advocacy such as intervention with employees;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court appointed special advocates working directly with child victims of crime or coordinating volunteers.

Activities that are not allowed include but are not limited to:

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Victim relocation expenses such as moving expenses, security deposits on housing, on-going rent or mortgage payments;
3. Community education activities that are intended to raise the public's consciousness of victim issues (Outreach activities are considered allowable providing they are not described as community education);
4. Crime prevention activities;
5. Lobbying for particular victim legislation, system improvement, etc.;

6. Offender rehabilitation/treatment; and
7. Needs assessments, surveys, manuals and protocols.

### **Goals and Objectives**

The Online Subgrant Application System (OSAS) has a five objective limit. Objectives start with the word “to” and contain a measurable deliverable. Objectives should be in alignment with the goals listed in your grant narrative.

### **Priority Projects**

Priority will be given to continuation grant applicants who have successfully met the conditions of the previous year’s grant and clearly addressed progress made from the previous year’s grant. New applications will be considered however, a 25-50 percent cash match is required.

## **V. Registration**

Register online at [www.mbcc.mt.gov](http://www.mbcc.mt.gov) at least five (5) days prior to the February 20, 2009, application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

## **VI. How to Apply**

Applications will only be accepted through MBCC’s Online Subgrant Application System (OSAS). Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov) and select Grants, then Online Application. Log in and choose an RFP by selecting File a New Application. Select the RFP for which you are applying. Complete the online application, and mail the signature page, letters of support, position descriptions, and proof of nonprofit status.

**The VOCA Application Addendum must be completed electronically and inserted into the Project Narrative document.**

### **Assistance**

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff  
Conrad Eklund  
[ceklund@mt.gov](mailto:ceklund@mt.gov)

Phone  
444-2077

Program Staff  
Stacye Dorrington  
[sdorrington@mt.gov](mailto:sdorrington@mt.gov)

Phone  
444-4763

### **Receipt Verification**

- All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

### **Late Applications**

- New project applications received past the due date will not be considered during the current cycle;
- Continuation project applications received past the due date require an appearance before the Victim Committee of the Board to request consideration. Continuation project applications received past the due date for a second time will be returned and will not be considered.

<b>VII. Application Requirements</b>
--------------------------------------

All applications must include the following:

- Section 1      Face Page.** The face page is automatically generated in the online application system. The face page identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.
- Section 2      Project Budget.** Applicants must provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) directly related to the development, implementation, or operations of the specific project. (3) shows the cost calculations to demonstrate how the applicant arrived at the total amount requested; and (4) provides a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.
- Section 3      Budget Narrative.** The narrative should demonstrate that all costs are reasonable, and explain and justify each budget item.
- Section 4      Project Narrative.** Submit a project narrative that presents a detailed description of the needs, goals, objectives, implementation, evaluation and sustainability of the proposed project. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the program narrative page count. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The project narrative must be written in a 12-point font, double-spaced, and must be kept to 24 pages or less.

The Project Narrative will contain the following elements:

#### **Required Components**

- a. Executive Summary.** Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to 4 double-spaced, 12-point font pages.
- b. Needs Statement.** The needs statement should include current data (less than five years old).
- c. Project Goals.** Provide a broad statement, written in general terms, that

conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.

- d. **Project Objectives.** Identify the specific milestones aimed at achieving the goal(s). Objectives start with the word "to", must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible. There is a five objective limit in the Online Subgrantee Application System (OSAS).
- e. **Implementation Plan.** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.
- f. **Evaluation and Internal Assessment.** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when.
- g. **Sustainability/Future Funding Plan.** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, and the estimated total length of federal funding you anticipate seeking.

**Section 5 Special Assurances and Conditions.** The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

#### **Other Attachments:**

**Position Description(s).** If you are using grant monies to fund a position for your project include a position description in your attachments.

**Signature Page.** Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.

**Non Profit Status.** All nonprofit agencies are required to mail proof of their Non Profit status.

**Current Letters of Support.** Mail current letters of support from networking agencies to MBCC.

Mail original copies of the signature page, position descriptions, non-profit status, letter(s) of support, and verification of CCR registration to the following address:

Montana Board of Crime Control  
3075 North Montana  
PO Box 201408  
Helena, MT 59620-1408

## **VIII. Special Requirements**

### **Crime Data Reporting**

If the grant is for a law enforcement agency, the law enforcement agency must report Uniform Crime Data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; [jsteyee@mt.gov](mailto:jsteyee@mt.gov)) or Kathy Ruppert (406-444-2084; [kruppert@mt.gov](mailto:kruppert@mt.gov)).

### **Federal Reporting Requirements**

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act Compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-Supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide
- ❖ Suspension or Termination of Funding
- ❖ Nonprofit Organizations
- ❖ Government Performance and Results Act
- ❖ Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

### **Quarterly Reporting**

All successful applicants for MBCC grant award funds must agree to submit quarterly narrative, data, and financial reports **in the prescribed format according to MBCC time frames**.

## **IX. Limitations and Fund Use**

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to <http://doa.mt.gov/>, click on Resources, and click on State Travel Information for travel policy and hotel listings. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.
11. Funds may not be expended or obligated prior to July 1, 2009.
12. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
13. Uniform allowances will not be permitted.
14. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

## **X. Selection Criteria**

### **Awards**

The Victim Committee of the Board will review proposals. A notice of award will be sent to the applicants informing them of the committee's recommendation to the full Board.

### **Appeals**

Applicants may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.



**Application Checklist:** Please refer to this checklist before submitting your online application or mailing the required additional documentation.

<input type="checkbox"/> Face Page	Online
<input type="checkbox"/> Project Budget	Online
<input type="checkbox"/> Budget Narrative	Online
<input type="checkbox"/> Project Narrative	Online
<input type="checkbox"/> Executive Summary	Online
<input type="checkbox"/> VOCA Application Addendum	Online
<input type="checkbox"/> Special Assurances and Conditions	Online
<input type="checkbox"/> Signature Page	Online <b>AND</b> Mail original
<input type="checkbox"/> Verification of CCR Registration	Mail
<input type="checkbox"/> Non-Profit Status	Mail
<input type="checkbox"/> Current Letters of Support	Mail
<input type="checkbox"/> Position Description(s)	Mail

**Mailing address for items requiring mail:**

**Montana Board of Crime Control  
3075 North Montana Avenue  
PO Box 201408  
Helena, MT 59620-1408**